

Central Intelligence Agency



Washington, D. C. 20505

OTE 86-6395

20 OCT 1986

Mr. Gene Lawson, Executive Director
Russell Reynolds Associates
1850 K Street, N. W.
Suite 365
Washington, D. C. 20006

Dear Mr. Lawson:

Thank you for accepting our invitation to participate in the discussion group at the Executive Seminar, 14 January 1987.

Several times each year the Central Intelligence Agency conducts a week-long Executive Seminar for about 20 newly appointed senior executives. One of the highlights of the Seminar is a discussion with executives from other government agencies and from private industry. You would be one of a panel of speakers who address the following aspects of executive development:

1. What experiences were most significant in preparing you for your present position?
2. How do you view executives as leaders?
3. How does your organization identify and develop executive talent?
4. Do you see the executive role changing over the next decade? If so, would there be a corresponding change in the types of people that would be required?
5. Can you recount any particular kinds of duties or events that have caused your executives identified as "high potential" to plateau or fail?
6. What advice would you give your recently appointed executives?

The panel will meet at Donaldson Brown Conference Center located in Port Deposit, Maryland. We have enclosed a map for your use. The session is scheduled to begin at 7:00 p.m., and we invite you to join us for social hour and dinner at 5:00. The Agency will, of course, reimburse you for travel expenses associated with participation in the Executive Seminar up to a maximum of \$75 per day. We will also give you an honorarium of \$250, the maximum that we are allowed to pay.

Mr. Gene Lawson

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STAT We will inform you who the other panel member is as soon as confirmation is obtained. Please send a short biographic sketch to the course director, [redacted] Central Intelligence Agency, Washington, D. C. 20505. Should you have questions, please feel free to call her [redacted]

Sincerely,

STAT [redacted]

Director
of
Training and Education

Enclosure

STAT OTE/LDD/EDS, [redacted] (8 October 1986/OTE 86-6395)

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